



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
COMMODITY SUPPLEMENTAL FOOD PROGRAM

Attachment 6.2

MONITORING REVIEW – CSFP DISTRIBUTION AND CERTIFICATION SITES

GENERAL INFORMATION		DATE OF REVIEW _____	
AGENCY NAME:		COPY OF AGREEMENT WITH FOOD BANK ON FILE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ADDRESS:		REPORTED FOOD PACKAGE DISTRIBUTION PREVIOUS MONTH	
PARTICIPANT REVIEW WORKSHEET			
Review Participant Applications and food package receipt documentation for 25 participants or 100% whichever is less. Annotate problems. Check or "x" if no problem noted. If a proxy signed for the participant, list the proxy's name in parentheses with the participant's.			
PARTICIPANT NAME	INFORMATION MISSING	RECERTIFICATION OVER DUE	OTHER ERROR/COMMENTS
1.			
2.			
3.			
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24.			
25.			

CERTIFICATION PROCESS (1., 2., and 3. based on page 1)	YES	NO	N/A	COMMENTS
1. Do applications contain:				
a. Identifying information for each participant?				
b. Checkmarks answering the two Yes/No questions?				
c. Dates-of-birth for applicant and all qualifying household members?				
d. Proof of income-eligibility or SSN and household income?				
e. Signature of applicant and the date signed?				
2. Has the certifying official:				
a. Described proof of identity/age/eligibility?				
b. Verified residency?				
c. Given Health and Social Services Handout and when applicable, WIC handout?				
d. Determined eligibility?				
e. Identified categories?				
f. Documented date notified?				
g. Signed the form and enter his/her title and date?				
h. Documented certification period?				
3. Is the date of notification within 10 days of the date of application?				
4. If certification requests were denied, are applications kept on file?				
CERTIFICATION PERIODS	YES	NO	N/A	COMMENTS
1. Are pregnant women certified for duration of pregnancy plus 6 weeks?				
2. Are all other participants certified for no more than 6 months or until eligibility expires, whichever is first?				
3. When certification periods of elderly participants are extended:				
a. Is form CACFP 303-C completed, signed and dated?				
b. Is participant notification of period of extension documented?				
FOOD DELIVERY	YES	NO	N/A	COMMENTS
1. Is the "no-show" policy posted and enforced?				
2. Is the "Appeals Process" posted and copies available on request?				
3. Are participants or proxy signatures and dates available verifying receipt of food each time it is issued?				
4. Are proxy authorizations available for all proxies used and adequate controls in place?				
5. Do sites offering one month certification have a designated distribution period posted in a prominent location and communicated to all participants?				
6. Is reasonable effort made to contact people on the waiting list in order, beginning with the first person each month for the purpose of offering the one month certification?				
7. Does the number of signatures for the "test" month match the number reported to the food bank?				
8. Are there undistributed food boxes at the end of the month?				
9. Are food packages delivered to home-bound or no-show participants accomplished prior to the end of the month or if not, are they delivered within five working days of a single distribution date?				
NUTRITION EDUCATION	YES	NO	N/A	COMMENTS
1. Is the agency prepared nutrition education distributed effectively?				
2. If food demonstrations offered, is there documentation of attendees?				

